

DEAR VOLUNTEER,

YOU MUST COMPLETE THIS BACKGROUND CHECK AS SOON AS POSSIBLE.

Background checking Red Cross employees and volunteers benefits everyone.

When a victim of a house fire or a hurricane needs help, they know they can trust a Red Crosser. Donors can rest assured that when they give to the Red Cross, their blood or money is protected. And when an individual makes a decision to volunteer or work for the Red Cross, they know they are in trusted company.

Effective July 24, 2006, all volunteers and employees must complete a background check prior to employment or registered volunteer service with the Red Cross. In addition, all volunteers, and those employees hired before background checks were implemented need to complete a background check through the third party vendor selected by Red Cross. This does not apply to volunteers 18 years of age and under.

The American Red Cross has identified

[<http://www.mybackgroundcheck.com>](http://www.mybackgroundcheck.com), to complete these background checks. All new volunteers will have to complete this process prior to volunteering, and those currently volunteering will have until October 30, 2006 to complete this process. There is no cost to the volunteer or employee submitting a background check. If volunteers do not complete the background check, they will no longer be allowed to volunteer as a Red Cross Volunteer.

American Red Cross will provide the directions in which to complete this process, and any volunteer who needs assistance or access to a computer to complete, please contact the Fort Stewart ARC at 767-2197 to schedule a convenient time. We will provide this information to all new volunteers at orientation, and give them the opportunity to complete the application on site the day of the orientation.

While this initiative calls for a major change and will require many long-time Red Crossers to initiate background checks, it is a positive action that will benefit the people we serve and the individual serving the community.

Attached is a guide to completing this task.

Thank you for volunteering!

If I could be of further assistance please call the Volunteer Services Director at 435-6903 or email: winn.voldirector@amedd.army.mil

1. Go to <http://www.mybackgroundcheck.com>



2. Click on , located on the right hand side of the web page
3. Click on the “Request a background check”



WELCOME!

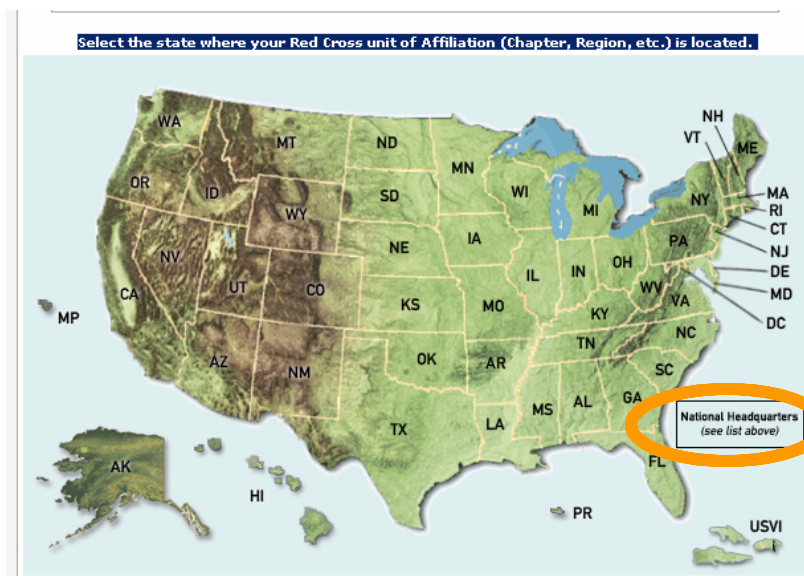
Welcome to the American Red Cross National Background Check Initiative. Before an employee, volunteer, or applicant can request a background check, each unit must assign a unit administrator and request an account. If you have trouble requesting a background check, please contact your unit of affiliation.

REQUEST A BACKGROUND CHECK


For assistance with this web process please call 1-800-503-2364 ext 405. Or please contact your unit of affiliation

UNIT ADMINISTRATORS ENTER HERE

4. Select the state where your Red Cross unit of Affiliation is located. Chose National Headquarters, Fort Stewart ARC is part of AFES, managed by National Headquarters.



5. Chose your unit: AFES



Background Checks For Employees / Volunteers / Applicants

Click on a Red Cross Unit to continue.

- [National HQ Employees and Volunteers](#)
- [AFES](#)
- [Corporate Volunteers](#)

6. Click here to start

Welcome to the American Red Cross Background Check Program

MyBackgroundCheck.com and national headquarters of the American Red Cross designed this program. We are pleased to provide assurance to those aided by the Red Cross that our members have had a background check.

Each background check is maintained on a secure website that no one can alter. All Red Cross volunteers and employees who undergo background checks will receive a certificate and unique PIN number. To view their background checks, they simply go to the MyBackgroundCheck.com website, enter their names and PIN numbers, and receive an instantaneous review of the check. As an added benefit, they can provide this PIN number to potential landlords, employers, or others who may require the results of a background check in the future.

The Process
Here is an outline of the steps necessary to complete your background check:

- Page 1.** Identify your role with the Red Cross for the purposes of this background check (applicant for employment, employee, candidate to volunteer, or volunteer)
- Page 2.** Read with care the consent and disclosures. If you consent to the terms, make sure to click the required boxes. If you do not consent, please call your unit of affiliation.
- Page 3.** Enter the information requested in all required fields. Your unit of affiliation will advise you what types of personal data you'll need to enter. (If you are an applicant for employment, for instance, you may need to provide past employers' names, addresses, and telephone numbers.)
- Page 4.** Read your submission acknowledgement and wait for your results. You'll hear from your unit of affiliation and receive a certificate from MyBackgroundCheck.com.

Once you have completed the process, the American Red Cross Unit will receive your results.

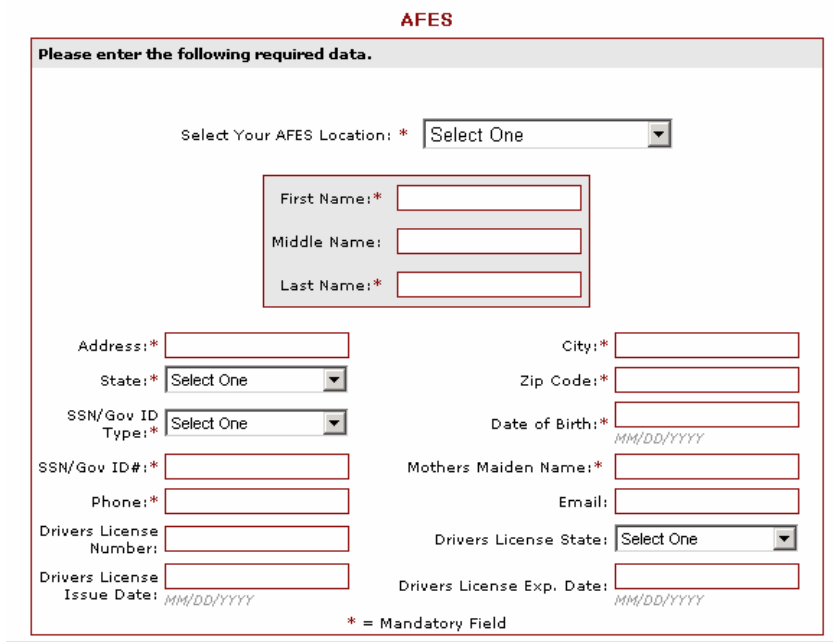
[Click here to get started](#)

7. You will then choose either “I AM A CURRENT VOLUNTEER” or “I AM A CANDIDATED TO VOLUNTEER”



The image shows a screenshot of the American Red Cross background check selection screen. At the top, there is a banner with the American Red Cross logo and a photo of people in red uniforms. Below the banner, the text reads "Background Checks For Employees / Volunteers / Applicants". The main heading is "What is my Red Cross role for the purpose of this background check?". There are four radio button options: "I am a current employee", "I am a current volunteer", "I am an applicant for employment", and "I am an candidate to volunteer". At the bottom, there is a "Continue" button.

8. Consent to Electronic Transactions, you will need to check the “I Agree” in two places.
9. Fill in all of the mandatory fields



The image shows a screenshot of the AFES (Automated Federal Employee System) form. The title is "AFES". Below the title, it says "Please enter the following required data." The form contains several fields with red borders and asterisks indicating mandatory fields. The fields are: "Select Your AFES Location:" (dropdown menu), "First Name:" (text box), "Middle Name:" (text box), "Last Name:" (text box), "Address:" (text box), "City:" (text box), "State:" (dropdown menu), "Zip Code:" (text box), "SSN/Gov ID Type:" (dropdown menu), "Date of Birth:" (text box with MM/DD/YYYY format), "SSN/Gov ID#:" (text box), "Mothers Maiden Name:" (text box), "Phone:" (text box), "Email:" (text box), "Drivers License Number:" (text box), "Drivers License State:" (dropdown menu), "Drivers License Issue Date:" (text box with MM/DD/YYYY format), and "Drivers License Exp. Date:" (text box with MM/DD/YYYY format). At the bottom, there is a legend: "* = Mandatory Field".

10. Continue until entire process has been completed.

Our Station will be notified when the background check is complete. If you experience any problems or need assistance in completing this background check, please call 767-2197 or email redcross2@stewart.army.mil.